Short-Term Authorization for Teachers
Positions Otherwise Unfilled

A district may request a short-term authorization to employ an educator who does not hold the qualifications required for certain vacant teaching positions when the employing entity has been unable to recruit a fully qualified candidate for that position. Special Education, Driver’s Education, and CTE areas are excluded.

This approval would allow the school district to employ a teacher who currently holds a PEL but are not endorsement in the shortage area for three years. During this time the individual is expected to take coursework and meet other requirements in order to qualify for the endorsement of assignment.

Short-Term Authorization for Teachers at All Grade Levels Requirements:

- Holds a Professional Educator License that is current and valid, and
- Has successfully completed one of the following:
  - nine semester hours of college coursework in the subject area to be taught, or
  - passing the content test in the assigned area

Scope and Limitations

- The short-term authorization is available to:
  A) individuals who lack full qualifications in a content area
- The short-term authorization shall not be available with respect to:
  A) special education teaching positions
  B) driver’s education
  C) CTE positions
  B) District’s need for short-term authorization has arisen due to the honorable discharge of a teacher who was fully qualified for the assignment in question.
Instructions:

1. Application
   a) Complete “Request for Short Term Approval for Teachers at All Grade Levels” (ISBE form 73-96: [https://www.isbe.net/Documents/73-96-request-employ-educator.pdf](https://www.isbe.net/Documents/73-96-request-employ-educator.pdf))
      - Form must be signed by the employing district official
      - Submit completed form to the Lake County ROE
   b) Educator must also apply online and pay the applicable fees through ELIS.
      - Login to your existing ELIS [https://sec3.isbe.net/IWASNET/login.aspx](https://sec3.isbe.net/IWASNET/login.aspx)
      - click on “Apply for an Approval” and following the prompts ($50 plus a service fee)

2. District must indicate the following information on the form.
   a) A description of the vacant position, including the subject area and the grade level;
   b) Evidence of the entity's inability to fill the position with a fully qualified individual;
   c) Indicate that the employing entity has not honorably discharged anyone in the past year who was fully qualified for the position;
   d) The name and Illinois Educator Identification Number (IEIN) of the individual the entity wishes to employ for the position;
   e) Assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught.